



Summer Work Opportunity with the National Park Service

2011

The National Park Service is currently accepting applications for its 2011 Branching Out Program.

Branching Out is a summer work experience that provides young people (ages 16 – 25) with an overview of landscape maintenance practices through educational workshops and hands-on field experiences. As participants progress through the program, they gain knowledge and applicable skills in field of landscape management.

Applicants may be eligible for an 8 – 12 week position. Experience is not required, but placement is based on the applicant's level of skill and interest in the field of landscape maintenance.

- This is a 40 hour/week, paid experience. Hourly rates start at \$10.00/hour.
- Participants work alongside landscape maintenance teams at Boston-area National Parks.
- Employees receive specialized training in tree and shrub care, turf management, and formal garden maintenance.
- Youth are provided with guidance and support in pursuing education or employment in the field of landscape management.

For applications or more information call Jessica at 617/680-9905 or email Jessica_Muscaro@nps.gov.

Celena Illuzzi can also be reached with questions, at 617/566-1689 extension: 238

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The Olmsted Center assists parks with landscape preservation projects throughout the country. Clockwise from top: 2010 Branching Out youth; Estefany, in front of the tree nursery that she and her team built at Adams National Historical Park in Massachusetts; Joe, providing care to an apple tree at Hopewell Furnace National Historic Site in Pennsylvania.

To apply, return the completed application to:

Jessica Muscaro
Olmsted Center for Landscape Preservation
Charlestown Navy Yard, Quarters C
Boston, MA 02129

Or fax your application to: 617/241-3952

Applications must be received by March 18, 2011.
Applications received after March 18 will not be reviewed.



2010 Branching Out Field Team members pruning a historic apple orchard at Hopewell Furnace National Historic Site.

Branching Out: An Exploration in Landscape Management

Branching Out offers youth, ages fifteen to twenty-five, a sequenced career development and educational opportunity in the field of landscape management through workshops, internships, and hands-on experiences at National Parks.

2011 Program Application

Directions: Read the following position descriptions and qualifications carefully in order to decide which position is best for you. Base your decision on previous experiences, qualifications, and your own personal interests. Next, complete the following application to the best of your ability (attaching any other supporting documents such as resume, recommendation letters, etc.) and mail or fax the completed application packet to:

Jessica Muscaro
Olmsted Center for Landscape Preservation
Charlestown Navy Yard, Quarters C
Boston, MA 02129
Fax: 617/241-3952

Positions available in 2011 include:

I. First-Year Field Team Member: First-year field team members travel to different National Park Service sites in the Northeast Region (mostly within the Boston area) to complete training sessions and then provide care to our nation's most treasured landscapes.

a. Requirements:

- i. Age by July 1, 2011 : 16-19
- ii. Letter of intent
- iii. Interview with program staff

b. Skills and Interests: Field team members must have an interest in learning about landscape maintenance practices, being part of a team, and working outdoors.

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Branching Out: Application Materials 2011 Positions - Continued:

II. Second-Year Field Team Member: Second-year field team members travel to different National Park Service sites in the Northeast Region (mostly within the Boston area) to complete training and provide care to our nation's landscapes. Second-year field team members are required to take on more responsibility. Specific responsibilities are determined based interest and program needs. Examples of extra responsibilities include, but are not limited to: tool management, independent landscaping assignments, and leading small groups of peers.

a. Requirements:

- i. Age by July 1, 2011 : 16-19
- ii. Letter of intent
- iii. Interview with program staff

b. Skills and Interests: A second-year field team member should have a clearly defined interest in furthering knowledge and skills in the field of landscape management. You must have previously demonstrated the ability to effectively communicate and work with others, as well as the capability to act responsibly and respectfully at all times.

III. Field Team Leader: A field team leader provides motivation, instruction, and guidance to the field team. You work alongside the field team in order to lead the group in a positive and successful way. Field team leaders are required to act as ambassadors to park-sites and must have the skills necessary to lead a small team in order to complete a task or assignment.

a. Requirements:

- i. Age by July 1, 2011: 18-20
- ii. One year of field team experience
- iii. Valid US driver's license
- iv. Letter of recommendation (not from a relative)
- v. Letter of intent
- vi. Interview with program staff

b. Skills and Interests: The ability to effectively communicate, work well with others and lead a small team to complete a task is required; as well as acting responsibly and respectfully at all times. You should be interested in exploring employment, or higher education, in the landscape management field and also be seeking to improve your leadership skills and abilities.

IV. Park-based Internship: Park-based interns become an integrated member of a National Park Service landscape maintenance crew and provide care to a National Park Service site in the area. Interns also explore a variety of educational and work opportunities in the field of landscape management with the help of Branching Out staff.

a. Requirements:

- i. Age by July 1st : 17-25
- ii. Letter of recommendation (not from a relative)
- iii. Letter of intent
- iv. Interview with park and program staff

b. Skills and Interests: Experience working in the field of landscape management and the intent to pursue landscape management educational and career opportunities--either within the National Park Service or in the private landscaping industry is necessary.



Branching Out: Application Materials 2011 Positions - Continued:

V. Field Team Supervisor: Field team supervisors plan work projects and educational programs for the Branching Out field team, with help and guidance from National Park Service (NPS) professionals. Field team supervisors complete project scoping and planning with NPS staff and plan several weeks of work for the Branching Out field team. Field team supervisors are responsible for leading the field team at various parks in the Northeast Region implementing educational and work projects. Field team supervisors should be comfortable with the following tasks: leading large groups of people, completing project management tasks, taking appropriate action if discipline becomes necessary, motivating people, providing guidance and training to young people, and driving a passenger van.

a. Requirements:

- i. Age by July 1, 2011 : 19-25
- ii. Valid US driver's license
- iii. Completed SCA application online (www.thesca.org)
- iv. Interview with program staff

b. Skills and Interests: Experience working in the field of landscape management and the intent to pursue landscape management, outdoor education, or youth programming as career or field of study. Excellent communication skills, effective leadership qualities, and the skills and background knowledge necessary to develop educational programming for high school youth are necessary.

VI. Branching Out Program Coordinator: The Branching Out coordinator develops, coordinates, and implements the Branching Out summer work program as well as the school-year program, working with NPS staff and Branching Out program staff to plan all program sessions and events. The Branching Out coordinator is responsible for managing the Park-based Intern program, working to provide educational and career opportunities for the youth involved; maintaining existing, and establishing new, program partnerships with other programs and organizations; communicating with participants, NPS staff, and parents to provide the most meaningful experience for all of the participants involved; initiating field project scoping and working with Olmsted Center staff to recruit and hire youth for all positions.

a. Requirements:

- i. Age by July 1, 2011: 18-20
- ii. Valid US driver's license
- iii. Completed SCA application online (www.thesca.org)
- iv. Interview with program staff

b. Skills and Interests: Must have experience working with youth, preferably in an outdoor setting. Experience coordinating events, projects, and groups of people is preferred. Interest or background in public relations, communication, education, or a related field is recommended.



Branching Out: Application

Due: March 18, 2011

For what position are you applying? _____
(please note the requirements for each)

- **First-year Field Team Member—Age 16-19**
 - Completed application
 - Letter of intent
 - Interview with program staff
 - Letter of recommendation (Suggested, not required)
- **Second-year Field Team Member—Age 16-19**
 - Completed application
 - One year of program experience
 - Letter of intent
 - Letter of recommendation (Suggested, not required)
- **Field Team Leader—Age 18-20**
 - Completed application
 - Valid US driver's license
 - One year of program experience
 - Letter of intent
 - Letter of recommendation
 - Interview with program staff
- **Park-based Intern—Age 17-24**
 - Completed application
 - Letter of intent
 - Letter of recommendation
 - Interview with park and program staff
- **Field Team Supervisor—Age 19-25**
 - Completed SCA application (www.thesca.org)
 - Valid US driver's license
 - Interview with program staff
- **Program Coordinator—Age 21-25**
 - Completed SCA application (www.thesca.org)
 - Valid US driver's license
 - Interview with program staff

General Information:

Name (First/Last) _____

Home Address: _____ Apt.: _____

City/State/Zip: _____

Cell phone: _____ Home phone: _____

Email address: _____

What is the best way to contact you? _____

When is the best time to contact you? _____



Branching Out: Application

Due: March 18, 2011

Your Name (first and last): _____

1. Do you have a checking or savings account? (Circle 'Yes' or 'No')

Yes

No

(If you circled "No", will you be able to obtain a checking or savings account, for the purpose of direct deposit, by May 1st, 2011?) (Circle 'Yes' or 'No')

Yes

No

2. Would you be willing or interested in relocating if a career opportunity within the National Park Service, or other agency, became available following the completion of your Branching Out Program experience? (circle one)

Yes, completely willing

Maybe, I would like to hear more

No, I'm not interested

3. If you answered "Yes" or "Maybe" in question 2, how far would you be willing to relocate?

In-state

Within New England

Anywhere

4. When are you available to work:

From: _____ To: _____

5. References: An adult who can attest to your character, work ethic, and experience. (Not a relative)

1. _____
(Name of reference) (Phone #)

(Relationship to you?) (email/alternate phone#)

2. _____
(Name of reference) (Phone #)

(Relationship to you?) (email/alternate phone#)



Branching Out: Application

Due: March 18, 2011

6. Skills and Accomplishments: List any skills, experiences, and accomplishments that you think Branching Out staff should be aware of. Feel free to attach a resume instead of using this space.

7. Letter of Intent: Please write, or type, a one to two page letter that includes the following information and attach it to your completed application. Please note, if the program staff is unable to read your letter, you will not be considered for hire.

a. Personal introduction: *What would you like the program managers to know about you?*

b. Explain why you are writing the letter: *How did you find out about the Branching Out Program? Why are you interested in this work opportunity? What are your career and/or educational goals?*

c. Conclusion: *Why should you be hired for the Branching Out Program? How will you benefit from the program and how will the program benefit from your participation?*

8. Letter of Recommendation (**required for field team leaders and park-based interns**): Attach a letter of recommendation to your application packet. The letter should be written by someone, who is not a relative, and who can attest to the abilities necessary for the position you are applying. Use the position description on pages one through three as a reference.

9. Mail completed application to:
- Jessica Muscaro
Olmsted Center for Landscape Preservation
Charlestown Navy Yard, Quarters C
Boston, MA 02129

Or fax your application to: 617/241-3952
Care of: Branching Out Program/Jessica Muscaro